

1 August 1974

MEMORANDUM FOR: Records Administration Branch, ISAS

THROUGH : DD/M&S Records Management Officer

FROM : Office of Logistics, Records Management Officer

SUBJECT : Change in Office of Logistics Records Control  
Schedules 3400.02 and 3400.03

Due to a transfer of functions, it is requested Item 7  
"Imprest Fund" be deleted from Records Control Schedule 3400.02  
This item is to be included in Schedule 3400.03 as Item 7 of that  
schedule. See attached Form 139a.



TINTL

Distribution:

Orig & 1 - Addressee  
1 - DD/M&S/RMO  
1 - Records Center  
1 - OL Official



CROSS REFERENCE SHEET

OFFICE OF LOGISTICS RECORDS CONTROL SCHEDULE 3401

Please note organizational name change:

Old Schedule 3401 (34-69-/a)  
Item

1 thru 7

8

*was Contract Review Bd*

New Schedule 3401  
Item

1 thru 7


8 new

9

TAB.

RECORDS CONTROL 3401 Administrative - Internal Use Only Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1		SCHEDULE NO. 3401	
OFFICE, DIVISION, BRANCH Office of Logistics, Procurement Management Staff		S [REDACTED] ATINTL TITLE [REDACTED] DATE 4 DEC 1973 Director of Logistics	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<u>General Administrative Subject Files</u>  Files contain documents, memos, reports, etc., regarding the activities and functions of the Staff. Files include administrative-type papers, i.e., travel, personnel, requests for services, etc. Filed by subject.		Temporary. Cut off at end of each two-year period. Retain two years and destroy. Files to be screened prior to destruction and any documents or files that may be of official or policy nature to be incorporated in the files of the Director of Logistics. (Schedule 3400.02 Item 1)
2.	<u>Special Studies and Surveys</u>  a. Memos, statistics, reports, background information and all related papers on special surveys and studies made on the Agency Procurement Activities.  b. Working files containing drafts, reference material, etc., used to develop studies in a. above.		Permanent. When volume warrents, files may be retired to the Records Center.  Temporary. Destroy when superseded or no longer needed for reference.
3.	<u>Agendas</u>  Agendas of all cases to be placed before the Contract Review Board for action. Filed chronologically.		Temporary. Maintain a two-year balance. Destroy remaining files. The decisions of the Board are documented in items 4 and 5 below.
4.	<u>Board Meeting Minutes</u>  Detailed minutes of all transactions handled by the Board. Filed chronologically.		Temporary. Maintain a two-year balance. Destroy remaining files. Pertinent facts are contained in item 5 below.

Administrative - Internal Use Only

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5.	<p><u>Contractor Case Files</u></p> <p>Copies of Form 2863 and Contract Actions (Docket and Action Summary), copy of form sent to the Directorate concerned for inclusion in official contract files. Copies filed by Contractor name.</p>		<p>Temporary. Retain in current file area as long as Agency continues to deal with the contractor. When no longer active, retire to Records Center and destroy five years after retirement. (Copies are in official contract files)</p>
6.	<p><u>Procurement Contract Activity Reports</u></p> <p>Statistics prepared and compiled on the procurement activities of the Agency.</p>		<p>Temporary. Maintain current year and three previous years for reference; destroy balance. Exception: Year-end report is to be incorporated in the files of the Director of Logistics. (Schedule 3400.02 Item 1)</p>
7.	<p><u>Document Control File</u></p> <p>Form No. 238, "Document Control Ticket", used as a log to record receipt, routing, control and dispatch of incoming and outgoing correspondence. Filed by number.</p>		<p>Temporary. Maintain current year and one previous year; destroy balance.</p>
8.	<p><u>CONIF Files</u></p> <p>Working Files used in the administration of the Contract Information System. Files contain procedural manuals, reports, EDP listings and microfilm.</p>		<p>Temporary. Files are updated on a continuous basis. Destroy when superseded or no longer needed.</p>
9.	<p><u>Reference Material</u></p> <p>ASPRS, Legal and Government Contractual manuals, and related reference materials and source books.</p>		<p>Temporary. Destroy when superseded or no longer needed.</p>
<p>STATINTL</p> <p>APPROVED: </p> <p>Chief</p> <p>Records Administration Branch</p>			<p>72 5 73</p> <p>Date</p>

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Office of Logistics  
1227 Ames

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. [REDACTED] DD/M&S RMO  
710 Magazine

RECEIVED

FORWARDED

12/18/73

12/19/73

ORS

2. DD/M&S - ISAS - RAB/Pat  
2E42 Hqs.

12/27/73

12/28/73

cm  
JW

Attached is a revised Records Control Schedule and Cross Reference Sheet for your approval. Please return 2 copies to me.

3. Mr. [REDACTED]  
DDM&S/ISAS/RAB

cm

4. OL/RMO  
1227 Ames

STATINTL

5. [REDACTED]  
RAB 2E42

1 to 2. Rita and I concur on this schedule.

ORS.

6.

7.

STATINTL

8.

2. Please send [REDACTED] a copy when approved.

9.

1 to 3: for <sup>approval</sup> signature

10.

to 5: for file and distribution  
12 cc to [REDACTED]

STATINTL

11.

12.

13.

14.

15.

STATINTL

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CROSS REFERENCE SHEET

OFFICE OF LOGISTICS RECORDS SCHEDULE

Old Schedule 3402 (34-60A)  
Item

New Schedule 3402  
Item

1 (20)	1 a & b
2 deleted (21)	
3 (22)	3
4 different structure - Used only for career management. Official actions end up in New Item 1 & 2 (23)	4
5 a & b (24 a & b)	2 a & b
6 (25) incorporated in new Item 3	
7 (26)	6
8 (27 a & b)	5
	7,8,9,10 & 11 New Items
9 (28)	12

RECORPS CONTAINED HEREIN IS UNCLASSIFIED  
DATE 10/17/12 BY 60322 UCBAW

SCHEDULE NO.

3402

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Logistics, Personnel and Training Staff

SI

TITLE

Director of Logistics

DATE

13 DEC 1973

INTL

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<u>Personnel Soft Files</u>  a. <u>Staff Employees</u> Files containing copies of memoranda, personnel actions, biographic sketches, evaluations, training requests and other documents pertaining to Logistics service designees. Used in career management and personnel administration and for ready reference. Filed by individual's name.  b. <u>Contract Employees</u> Files containing copies of contracts, biographic information, evaluations, etc. for contract employees in OL. Filed by individual's name.		<p>Temporary. Review material older than two years for destruction of routine material and working notes. Transfer file to gaining office upon transfer out of ML career jurisdiction. Upon separation, retain in current file six months. After six months screen file and forward appropriate material to the Office of Personnel, destroy balance.</p> <p>Temporary. Retain in current file area six months after separation. Screen file and forward pertinent material to Contract Personnel, Office of Personnel, for disposition.</p>
2.	<u>Correspondence Files</u>  a. <u>Subject Files</u> Copies of letters, memoranda, reports, working papers, etc., accumulated in administration of OL personnel matters and of the Staff functions. Filed by subject.  b. <u>Chrono Files</u> Copies of material prepared in the Staff. Filed chronologically.		<p>Temporary. Cut off files at end of calendar year. Retain in current file area two years. Selected files to be incorporated in subject files of the Office of Director of Logistics and retired under Schedule 3400.02. Balance to be destroyed. (GRS 1 Item 3)</p> <p>Temporary. Cut off at end of the calendar year; retain one year, then destroy.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3.	<p><u>Organization Files</u></p> <p>Files contain copies of approved Table of Organization, Form 261, requests for reclassification of positions, studies, and related material reflecting the organization of the Office. Included in these files are approved T/O and other papers regarding Logistics Positions in other elements of the Agency.</p>	100180013-1	Permanent. Cut off file at end of calendar year. Retain in current file area three years. Retire to Records Center. (Files may be retired under Schedule 3400.02 Item 1, Director of Logistics Official files if desired)
4.	<p><u>Career Service Panel Files</u></p> <p>Working files for each Career Panel in the OL Career Service. Files contain notes, agendas, and working papers for actions taken. Maintained by each Panel Secretary. Filed by Panel.</p>		Temporary. Cut off each calendar year; retain two years and destroy. (GRS 1 item 3)
5.	<p><u>Training Files</u></p> <p>Copies of correspondence, statistics, training information used by the Training Officer in coordinating training requirements with OL Staffs and Divisions and with the Office of Training. Used for making reports and developing internal training programs. Filed by subject.</p>		Temporary. Screen files and destroy material older than two years.
6.	<p><u>Position Descriptions</u></p> <p>Copies of approved position descriptions. Filed by organizational component in books.</p>		Temporary. Destroy when position is abolished or description is superseded. Official Record copy maintained in Office of Personnel. (GRS 1 item 7)
7.	<p><u>Statistical Books</u></p> <p>Books used to record personnel actions processed through the Staff. Recorded by types of action; i.e., reassignment, promotion, resignation, etc. Used for reference in preparing reports.</p>		Temporary. Cut off at end of each Fiscal Year. Retain three years, then destroy. (GRS 1 item 16)

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
8.	<u>EDP Listings</u>  Locator Information - Listing of OL personnel showing office location, home address, phone number and other personal information. Used for reference.		Temporary. Destroy upon receipt of new listing.
9.	<u>Document Control Files</u>  Form No. 238 "Document Control", recording receipt and dispatch of correspondence and dispatches originated in, or received by the Staff. Filed numerically.		Temporary. Cut off at end of calendar year. Retain two months and destroy.
10.	<u>Courier Receipts</u>  Copies of signed courier receipts for mail transmitted by the Staff. Filed chronologically.		Temporary. Maintain a two-month level and destroy balance.
11.	<u>Personnel File Control Cards</u>  3 x 5 card showing Official Personnel Files received by the Staff and individual or office to whom the file is assigned.		Temporary. Hold in suspense until file is returned to Office of Personnel. Destroy six months after return of file.
12.	<u>Reference Material</u>  Federal Government, Agency, and Office regulatory issuances, publications, position standards, training catalogs, pamphlets and other working material.		Temporary. Destroy when superseded or no longer needed.

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RECORDS CONTROL SCHEDULE		SCHEDULE NO.	3403	STATINTL
OFFICE, DIVISION, BRANCH		SIGNATURE	CONCURRENCE	
Office of Logistics, Security Staff		TITLE	DATE	
		Director of Logistics	25 FEB 1975	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
1.	<u>Security Classified Contract Files</u>  a. Case files consisting of copies of memoranda, Contractor's Security Agreements, Plant Inspection Reports and notification to Office of Security of contracts let. Used as record of security phases of contracts. Filed alphabetically by company name.  b. 3 x 5 Index Cards showing individuals names, company, dates of clearance. Used as cross reference to a. above and for answering inquiries from authorized persons as to clearances. Filed alphabetically by individual's name and by company name.  c. 3 x 5 Card showing name of contractor, sterility and security information sufficient to conduct telephone business and process documents. This record is made when contract is initiated.		Temporary. Files may be destroyed 2 years after company is no longer in business. Inactive files may be retired to Records Center and destroyed 4 years after retirement. (GRS 18 Item 11)  Temporary. Destroy upon notification of death of individual or when inactive for 2 years.  Temporary. Destroy 1 year after completion of contract.	
2.	<u>Liaison Contact Clearance Files</u>  3 x 5 card containing name of individual, by whom to be contacted, purpose and dates of request and approval. Used as authority to contact employees of other Government agencies regarding logistical support activities. (Clearances effective for 3 years.) Filed by name of organization.		Temporary. Destroy upon expiration of clearance.	

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1	DISPOSITION INSTRUCTIONS
3.	<u>Classified Contractor Records</u>  3 x 5 card record of schedules and performed plant inspection used to schedule inspections and for ready reference.	Temporary. Destroy when card completed and new card made.
4.	<u>Mail Logs</u>  a. Book log of classified mail sent to contractors. Items numbered and cross-referenced to Registered Return Receipts.  b. Copies of Document Control Tickets for material originated or received in the Staff.  c. 3 x 5 card used as a log to record and control receipt and dispatch of Code Word documents within OL.	Temporary. Cut off files at end of year. Retain 1 year and destroy. (GRS 12 Item 5a)  Temporary. Cut off at end of year, retain 1 year and destroy.  Temporary. Destroy <sup>10 yrs. 12 months</sup> 3 years after documents are downgraded, transferred or destroyed. <del>(GRS 12 Item 6a)</del> (agency decision)
5.	<u>Registered Return Receipts</u>  US Postal Service forms signed by the recipient for classified material sent outside the Agency. Cross-referenced to mail log. Filed chronologically.	Temporary. Cut off at end of year. Retain 1 year and destroy. (GRS 12 Item 5e)
6.	<u>Staff Subject Files</u>  Copies of memoranda, studies, reports, etc. prepared or received regarding Logistics security matters. Filed by Agency subject filing system.	Temporary. Cut off files each 2 year period. Retain in current file area 1 year and retire to Records Center. Destroy 3 years after retirement.
7.	<u>Chrono Files</u>  Copies of memoranda, reports, etc. prepared by the Staff. Filed chronologically.	Temporary. Cut off at end of each calendar year, retain 1 year and destroy.

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1	DISPOSITION INSTRUCTIONS
8.	<u>Security Violation Files</u>  Copies of memoranda and records of investigations of individual's security violations. Used in recommendations and application of penalties. Filed alphabetically by individual's name.	Temporary. Destroy 2 years after last violation. (GRS 18 Item 25)
9.	<u>Reference Material</u>  Regulations, catalogs, circulars, procedures and directives used for ready reference.	Temporary. Destroy when superseded or no longer needed.



CROSS REFERENCE SHEET

RECORDS CONTROL SCHEDULE 3403

OFFICE OF LOGISTICS

Old Schedule 3403 *formerly 34-60-18*  
dated 12 Sep 60

New Schedule 3403  
dated 25 Feb 75

Item 1 a, b, & c

Item 1 a., b, & c same

Item 2a  
2b - deleted

Item 2

Item 3 - deleted

Item 4a  
4b - deleted

Item 3

Item 5 a & b

Item 4 a & b  
4c - new

Item 6

Item 5

Item 7a  
7b - discontinued

Item 6

Item 8


Item 7

Item 9

Item 8

Item 10

Item 9

RECORDS CONTROL SCHEDULE		SCHEDULE NO. 3404-73	
OFFICE, DIVISION, BRANCH O/Logistics Plans and Programs Staff		CONCURRENCE	
		SIGNATURE	
		TITLE DATE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
	<p>supersedes</p> <p>schedule 34-60A Board of Survey</p> <p>34-60C Planning Staff</p> <p>Planning Staff Branch I and Branch II</p>		<p>STATINTL</p> <p>APPROVED: </p> <p>Chief Records Administration Branch</p> <p>27/6/73 Date</p>

The attached schedule combines Office of Logistics schedules 3404, 3404.01, and 3404.02. Please note change in name from Planning Staff to Plans & Programs Staff. A number of functions have been discontinued such as Hot & Cold War Planning (done in DD/O) and several projects previously listed by name have been phased out with responsibility and any official records transferred.

Below is a cross reference listing that may be of some assistance. If you have any questions please call.

Old Schedule 3404 Item	New Schedule Item
1	1
2	2
3 deleted	
4	4
5	3
6 & 7 deleted	
8	11
Old Schedule 3404.01	
1 & 2	5
3	3
4	11
Old Schedule 3404.02	
1	5
2	6
3	3
4	11
Old Schedule 3404.03 or 34-60-A	
1	8
2	9
3	10
4	3
5 (incorporated in New item 1)	1
	7 New item taken from Old Schedule 3400.01 dtd 1969 Item 6

STATINTL



31 July 1974

MEMORANDUM FOR: DD/M&S Records Management Officer  
FROM : Office of Logistics Records Management Officer  
SUBJECT : Status of Records Control Schedules

1. Reference is made to a listing dated 25 Feb 74 subject as above. Some adjustments should be made in your records to reflect the current status of the OL Records Control Schedules.

2. Schedule 34-60-M, Transportation Div., O/C, Admin. Staff and P&CS should be removed from your books. This Division was abolished - all records listed for the Admin. Staff were temporary in nature and no longer maintained nor are any deposited in the Records Center. For Records of the P&C Staff, Item 9a can be found in Schedule 3400.02 - ok  
Item 3. Item 11 of the P&C Staff schedule is now found in Schedule 3410.03 Item 9a. All other items were peculiar to the administration of that Division which is no longer in existence. - ok

3. Your list does not reflect the correct schedule number for

STATINTL

4. The Emergency Planning Office (Schedule 30.01-70) functions transferred to the Office of Logistics are now contained in Schedule 3404. Below is the cross reference information for the 2 schedules:

Old Schedule 30.01-70

Items

- 1
- 2 - No longer in existence
- 3,4,5,6, & 8
- 7 \*(Chronos-formerly PERMANENT
- 9

New Schedule 3404

Items

- 1
- 6 a & b
- 3 \*Now re-evaluated
- 11 as TEMPORARY

Since this is no longer a separate office function, as in the past, the majority of the papers fall into Item 6 of the new schedule.

per  
signature  
of CIA/  
RMO  
below.

5. If you have any questions on these adjustments, please call.

STATINTL

cc: RAB Attn Pat

\*Approved: Re-evaluation and transfer of Emerge

Chronos from BC Schedule 30.01-70  
Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1

of EPO prior to this memo will be und  
jurisdiction of PERMANENT CIA Records Management Office

## RECORDS CONTROL SCHEDULE

3404 **STATINTL**

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Logistics, Plans and Programs Staff

TITLE

DATE

Director of Logistics

20 NOV 1973

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<u>General Correspondence Files</u>  Files contain memos, reports, policy papers, charts, etc., regarding the functions and activities of the Staff. (Files include general Hqs. Board of Survey correspondence and minutes of any meetings that are held by the Board.) Filed by subject.		Permanent. Cut off at the end of each calendar year, retain in current file area two years and retire to Records Center. (Files are to be screened prior to retirement and temporary material concerning administrative papers such as personnel, travel, requests for services, etc., destroyed.)
2.	<u>Correspondence Control Files</u>  Form No. 238, Document Control Ticket, used to record the receipt, routing, control and dispatch of incoming and outgoing documents. Filed by number.		Temporary. Cut off at end of each calendar year; retain one year and destroy.
3.	<u>Chrono Files</u>  Files containing copies of outgoing correspondence originated in the Staff. Used for ready reference. Filed chronologically.		Temporary. Cut off at end of each calendar year; retain one year and destroy. <i>See Emergency Planning Officer Schedule 30.01-70 which is still in effect to cover EPO's Chronos as PERMANENT, retired records. See 31 July 74 memo filed herewith.</i>
4.	<u>Personnel Files</u>  Folders containing copies of personnel actions, memos concerning leave, promotions, travel, etc. Used in administration of personnel in the staff.		Temporary. Destroy upon separation from the Agency. Upon intra-office transfer, forward to gaining office.

ADMINISTRATIVE-INTERNAL USE ONLY

O/Logistics Plans and Programs Staff

Item 6 Emergency Planning Files

Function transferred to DDI OpsCtr in Feb 1977.

When new schedule returned from National Archives Item  
sshould be deleted from Logistics schedule and added to  
DDI OpsCtr.

All material retired to RecCtr has been transferred  
to OpsCtr by the Recds Officer in Logistics.  
see memos in background file in RAB.

STATINTL

DDA/RMO

2/7/77

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1	DISPOSITION INSTRUCTIONS
	<div style="text-align: center; font-weight: bold; font-size: 1.2em;">ADMINISTRATIVE-INTERNAL USE ONLY</div>	
5.	<u>Staff Project Files</u>  a. Files containing official papers, memos, reports and background information, etc., on projects and special studies done by the Staff.  b. Working files containing drafts, notes, etc., used in the preparation of studies, reports, and information contained in a. above.	Permanent. Retire to Records Center when no longer actively used or upon termination or completion of project.  Temporary. Destroy when superseded or no longer needed.
6.	<u>Emergency Planning Files</u>  a. Files documenting the Agency plans for emergency preparedness containing studies, reports, directives and related background papers.  b. Working files used for reference to develop material contained in a. above.	Permanent. Disposal not authorized. When volume warrants, inactive files may be retired to the Records Center. (GRS 18 - Item 28)  Temporary. Destroy when superseded or no longer needed.
7.	<u>Employee Suggestions Files</u>  Copies of comments, memoranda, etc., regarding employees' suggestions. Filed by suggestion number.	Temporary. Cut off at the end of each fiscal year. Retain five years and destroy.
8.	<u>Headquarters Board of Survey Records</u>  Copies of memoranda, studies, findings, reports, dispatches, survey actions and other material pertaining to reports of survey submitted for Agency-owned property. Filed by HBS case number.	Temporary. Destroy two years after action completed. (GRS 3 - Item 10.c.)
9.	<u>Claims Records</u>  Files containing memoranda, dispatches, studies, findings, recommendations and other material regarding claims submitted by employees or dependents for loss of or damage to privately owned property. Filed by name of claimant.	Temporary. Retire to Records Center after final action on claim. Destroy two years after retirement.


ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1	DISPOSITION INSTRUCTIONS
10.	<u>Claims Register</u>  Register of Case Numbers assigned and log of claims received, cross referenced to individual or materiel involved.	Temporary. Destroy two years after action is completed. (GRS 3 - Item 10.c.)
11.	<u>Reference Material</u>  Copies of Agency and Office Regulatory issuances, pamphlets, brochures, directories, etc., used for reference purposes.	Temporary. Destroy when superseded or no longer needed.



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RECORDS CONTROL SCHEDULE			SCHEDULE NO. 3407
OFFICE, DIVISION, BRANCH			CONCURRENCE
Office of Logistics      Logistics Services Division			SIGNATURE
			TITLE      DATE
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
	Office of the Chief Architectural Design Staff Building Services Branch Mail and Courier Branch Motor Pool Branch Space Maintenance and Facilities Branch Telephone Facilities Branch <i>Handwritten: 12 Jan 1972</i>		STATINTL  APPROVED CIA Records Administration Officer 12 Jan 1972 Date

## RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO.

3407.00

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Logistics - Logistics Services Division  
Office of the Chief

SIGNATURE

25X1A

TITLE

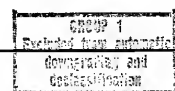
Executive Officer, OL

DATE

11/2/71

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<u>Subject Files</u>  Files documenting the activities and administration of the Logistics Services Division in carrying out their responsibility for logistical support to the Agency in the Washington Metropolitan area in support of Agency installations, buildings and personnel in the fields of supply, space allocation and utilization, buildings facilities, passenger transportation, telephone facilities, and mail and courier service. Filed according to Agency Subject Filing System.		Temporary. Cut off at end of each calendar year; retain in current file area one year and retire to Records Center. Destroy 5 years after close of calendar year involved. Office records of permanent value and not authorized for destruction are to be transferred to the Executive Office Subject Correspondence File (OL Records Schedule 3400 Item 8) for permanent storage and preservation. (GRS 11 Item 1)
2.	<u>Project Files</u>  a. Files containing memoranda, contracts, approvals, authorities, and accountings for the redecoration of Agency Space. Filed by Contract No.  b. <u>Fine Arts Committee Files</u>  Files containing memoranda, minutes of meetings, projects undertaken by the Fine Arts Committee, contracts, vouchers and records of properties on loan to the Agency. Filed alphabetically.		Temporary. Upon completion of project, transfer to Item 1 above for disposal.  Temporary. Upon completion of project, transfer to Item 1 above for disposal.
3.	<u>Budget Files</u>  Working files containing copies of memoranda, program calls, and working papers, used in conjunction with the submission of the Budget. Filed chronologically.		Temporary. Cut off at end of each Fiscal Year. Incorporate in Item 1, Subject Files, with same disposition.

SECRET



ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1	DISPOSITION INSTRUCTIONS
4.	<p><u>Chronological File</u></p> <p>Convenience file consisting of copies of material originating in the Division.</p>	<p>Temporary. Cut off every six months; retain six months, then destroy. <i>non rec</i></p>
5.	<p><u>Personnel Files</u></p> <p>a. Individual employee folders used in administration of personnel; content includes memos, training requests, commendations, fitness reports, travel orders, etc. Filed alphabetically by surname.</p> <p>b. Overtime records containing allocated overtime authorization for the Division, records of overtime for Security Escort duty and vouchers for transfer of funds for this overtime.</p> <p>c. <u>Form 642, Personal Emergency and Locator Record</u></p> <p>Copy of form maintained for each LSD employee, showing locator and emergency information. Changes are sent to Personnel and Training Staff for updating Agency machine listing.</p>	<p>Temporary. Destroy upon separation from the Agency. Upon intra or inter-office transfer, forward to gaining office. GRS 1 Item 10</p> <p>Temporary. Cut off at end of each Fiscal Year, incorporate in Item 1, Subject Files, with same disposition. <i>GS 2 - 9</i></p> <p>Temporary. Upon employee transfer, form is sent to gaining office. <i>non rec</i></p>
6.	<p><u>Document Logs</u></p> <p>Form 238, Document Control Ticket recording classified and other material received in and dispatched from the Division. Filed by date or source and cross referenced to point of filing.</p>	<p>Temporary. Cut off at the end of each calendar year; retain one year and destroy. (GRS 12, Item 6.a.)</p>
7.	<p><u>Responsible Officer Files</u></p> <p>a. <u>Consolidated Memorandum Receipt File</u></p> <p>The annual CMR listing, adjustments and reconciliations thereto for accounts 7800 and 7811.</p>	<p>Temporary. Upon receipt of new CMR and appropriate verification, the superseded one can be destroyed.</p>

ITEM NO.	APPROVED FOR RELEASE 2001/07/12 : CIA-RDP78-07317A000100180013-1 FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
	<p style="text-align: center;"><b>SECRET</b></p> <p>b. <u>Material Record Card</u></p> <p>Form 1331 is used to record motor vehicles assigned to LSD and to document their internal use. Cross referenced and filed by MV number and stock number.</p> <p>8. <u>Computer Run on Agency Metropolitan Area Space (GRAMS)</u></p> <p>File consists of computer listing of all Agency occupied space in the metropolitan area, broken down by building and component. Used for ready reference only. Published quarterly.</p> <p>9. <u>Reference Material</u></p> <p>Regulations, handbooks, catalogues, briefing notes, etc., used for ready reference.</p>	<p>Temporary. Transfer to inactive files upon disposition of vehicle. Retain six months and destroy. (GRS 10 Item 2.a.)</p> <p>Temporary. Outdated listing to be destroyed upon receipt of new computer run. (GRS 11 Item 2.a.) <i>Record copies in Item 1 of Special Maintenance &amp; Fee Div.</i></p> <p>Temporary. Destroy when superseded or no longer needed. <i>non rec.</i></p>

## RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO.

3407.01

## OFFICE, DIVISION, BRANCH

Office of Logistics - Logistics Services Division  
Architectural Design Staff

SIG

25X1A

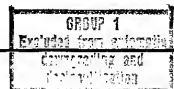
TITLE

Executive Officer, OL

DATE

11/2/77

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<u>Computer Run on Agency Metropolitan Area Space GRAMS</u>  a. Computer run outlining space by square foot held by all Agency components in the Metropolitan area. This run is forwarded to Agency components for updating on a quarterly basis.  b. IBM punched cards for a. above. These cards are used to update the computer run. Two sets are maintained. Filed by organizational component.		Temporary. Maintain a 1 year level, destroy balance. <i>GRS 11-2 b.</i>  Temporary. Destroy when superseded or no longer needed. <i>GRS 11-2 b.</i>
2.	<u>Drawings Files</u>  Drawings of space planning, alterations, modifications and design for Agency occupied buildings in the Headquarters area.		Temporary. Destroy when superseded or no longer needed. (GRS 11 - Item 2.a.)
3.	<u>Work Order Files</u>  Working files containing job orders and information necessary for making drawings for alterations, modifications, etc. Upon completion of job these files are forwarded to Space Maintenance and Facilities Branch for performance of work.		Temporary. Completed actions are forwarded to SM&F Br. Copy of finished drawing, filed in 2. above.
4.	<u>Document Control Files</u>  Form 238 used as a log record for recording classified and other material received in and dispatched from Staff.		Temporary. Cut off at end of each calendar year. Retain 1 year and destroy. (GRS 12 - Item 6.a.)



SECRET

## RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO.

3407.02

## OFFICE, DIVISION, BRANCH

Office of Logistics - Logistics Services Division  
Building Services Branch

SIGNATURE

25X1A

TITLE

Executive Officer, OL

DATE

11/2/71


ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<u>Correspondence Files</u>  Copies of memos, letters, reports, procedures, etc., received and/or prepared and used in administering the various Building Supply Offices and the Administrative Supply function for Headquarters. Filed according to Agency Subject Filing System.		Temporary. Cut off at the end of the Fiscal Year; retain in current file area one year; retire to Records Center and destroy two years thereafter. (GRS 11 - Item 1)
2.	<u>Personnel Files</u>  a. Contain copies of Fitness Reports, Action Data, Travel Vouchers, and Training information etc. on each employee of the Branch.  b. Leave Records - copies of IBM listings of leave used and balances for Branch employees. A vacation schedule is maintained in chart form for ready reference purposes.		Temporary. Destroy upon separation from the Agency. Upon intra or inter-office transfer, forward to gaining office. (GRS 1 - Item 1D)  Temporary. Maintain no more than a 3 month level. <i>GS 2 - 96</i>
3.	<u>Imprest Fund Records</u>  Copies of all documents relating to the processing involved in the administration of a \$2000 imprest fund. Contains authorizations, reports of cash on hand and vouchers and receipts for cash purchases. Vouchers and receipts forwarded to Finance. Filed chronologically.		Temporary. Retain one year after audit and destroy. <i>GS 6 - 3</i>
4.	<u>Authorization Files</u>  File contains a current listing of all Agency Records Management Officers. This listing is used in verifying approvals for filing equipment and for special filing supplies.		Temporary. Destroy as superseded. <i>man rec.</i>

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1	DISPOSITION INSTRUCTIONS
5.	<p><u>Requisition Files</u></p> <p>a. Files contain copies of requisitions, Form 88, and Form 1490 documenting the supply service furnished to Headquarters components. Filed by number assigned in BSB.</p> <p>b. Log Book containing numbers, dates and contacts used as cross reference to a. above.</p>	<p>Temporary. Segregate completed files and destroy no later than 3 months after the end of the Fiscal Year. <i>GS 3-9</i></p> <p>Temporary. Destroy when no longer needed for ready reference. <i>GS 3-9</i></p>
6.	<p><u>GSA Requisitions</u></p> <p>a. Files contain basic documents recording the request from the originating office, and the subsequent required paper work to effect the procurement from GSA. Filed by requisition number.</p> <p>b. Binder identifying GSA order numbers and serving as a cross reference point to Agency requisition numbers.</p>	<p>Temporary. Files may be destroyed at the end of Fiscal Year if completed. <i>GS 3-8</i></p> <p>Temporary. Destroy when no longer needed for reference. <i>GS 3-8</i></p>
7.	<p><u>Stock Record Cards</u></p> <p>Form No. 16B - administrative items nomenclature cards (5x8) giving description, stock levels etc. Used in writing requisitions for stock replenishment. Filed by stock number.</p>	<p>Temporary. Completed cards retained for one year then destroyed. <i>GS 3-9</i></p>
8.	<p><u>Disposition of Equipment</u></p> <p>Form No. 1707 and 1490, Property-Turn-In Slips authorizing repair, return to stock or disposition for items turned in to the Depot. Files also contain Reports of Survey on lost, stolen or damaged property.</p>	<p>Temporary. Cut off at the end of the Fiscal Year. Retain 1 year then destroy. <i>GS 3-8</i></p>
9.	<p><u>Property In-Use Runs</u></p> <p>Machine prepared listings of Account 6805 property-in-use.</p>	<p>Temporary. Destroy when superseded or no longer needed. <i>GS 3-9</i></p>



ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1	DISPOSITION INSTRUCTIONS
10.	<u>Stock Forms Machine Runs</u>	
25X1A	Machine prepared listing of current stock forms.	Temporary. Destroy as superseded. <i>not used</i>
11.		Temporary. After information is incorporated into Activity Report, retain 1 year and destroy.
12.	<u>Service Contract Files</u>	
	Files contain copies of contracts and requisitions for nonpersonal services and maintenance. Filed by requisition number.	Temporary. Dispose after 1 year. <i>g 15-8.</i>
13.	<u>Service Call Records</u>	
	A book record documenting service calls for electrical equipment, i.e. Typewriters, Thermofax, Time and Date Machines, etc.; and a separate book for service calls on manual typewriters and furniture repair. Listed chronologically.	Temporary. Destroy completed pages at the end of three months or as soon as no longer needed for reference.
14.	<u>Property Passes</u>	
	a. Requests and authorizations for permanent property passes to facilitate movement of government property between buildings.	Temporary. Retain in current files until superseded or cancelled. If volume warrants, retire to Records Center. Destroy after 2 years.
	b. Index cards, 3x5, cross referenced to a. above, used for ready reference.	
	c. Form 1851 - Custody Receipt - property pass for "one-time" use to permit removal of property from Agency buildings.	Temporary. Cut off at end of calendar year. Retain 1 year and destroy

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1	DISPOSITION INSTRUCTIONS
15.	<p><u>Operational Supply Records</u></p> <p>a. <u>Personal Property Records</u></p> <p>A 5x8 card record of non-expendable items charged to individuals including actual signature. Filed alphabetically</p> <p>b. <u>Hand Receipts</u></p> <p>Signed copies of Form 752 documenting the temporary loan of operational items to individuals. Filed alphabetically.</p> <p>c. An alphabetical file of the basic requisition with the signature of the approving officer for all 90 day loan items.</p> <p>d. Files contain copies of the service contracts and other documentation on the repair of operational equipment under SC-2 conditions. Filed by contract number.</p> <p>e. Files containing lists of individuals who are either being transferred, PCS, resigning, retiring or may have been deceased, who may be responsible for some government property.</p> <p>g. <u>Nomenclature Cards</u></p> <p>Form No. 16B, item nomenclature cards (5x8) giving detailed description and other information regarding operational stock items. Used in writing requisitions for stock replenishment. Filed alphabetically by nomenclature.</p>	<p>Temporary. Destroy upon return of property or upon adjustment of records. Unaccounted property reported to G/LSD and/or Property Survey Board.</p> <p>Temporary. Return to charged individual when item is turned back in.</p> <p>Temporary. Return to charged individual when item is turned back in.</p> <p>Temporary. Retain for one year in current file area. If volume warrants retire to the Records Center; destroy after 3 years.</p> <p>Temporary. After list has been checked, any outstanding property so charged returned, listing can be destroyed.</p> <p>Temporary. Keep cards one year after completion, then destroy.</p>

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ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1	DISPOSITION INSTRUCTIONS
16.	<p><u>Receiving Files</u></p> <p>Files consist of copies of requisitions, purchase orders, receiving documents, packing slips, etc. on receipt of material. Filed by voucher number.</p>	<p>Temporary. Cut off at the end of Fiscal Year as completed. Retain no longer than 2 years plus the current year, then destroy.</p>
17.	<p><u>Logs</u></p> <p>a. Book log cross referencing Agency Voucher numbers to FEDSTRIP Orders.</p> <p>b. Book log which serves to cross reference voucher number to debit voucher number.</p> <p>c. <u>Activity Log</u></p> <p>Daily Activity Log used to record all activities regarding delivery, relocation, turn-in of furniture and supplies and services performed. Records of overtime is also kept in this log. Used for reference and for compiling weekly reports.</p> <p>d. <u>Carpet Inventory Log.</u></p> <p>Log showing record of location, number of square feet, type and condition of all carpeting in Agency buildings in the Headquarters Area.</p> <p>e. <u>Carpet Maintenance and Installation Log</u></p> <p>Record of all maintenance and installation of carpet in the Headquarters area. Used for scheduling maintenance.</p>	<p>Temporary. Destroy when no longer needed for reference.</p> <p>Temporary. Destroy when no longer needed for reference.</p> <p>Temporary. Cut off at end of calendar year. Retain 1 year and destroy.</p> <p>Temporary. Destroy when superseded or no longer needed.</p> <p>Temporary. Cut off at end of calendar year. Retain 1 year and destroy.</p>
18.	<p><u>Template Files</u></p> <p>Files contain completed templates for Agency space. Used for reference purposes.</p>	<p>Temporary. Destroy when superseded or no longer needed.</p>

ITEM NO.	APPROVED FOR RELEASE 2001/07/12 : CIA-RDP78-07317A000100180013-1	DISPOSITION INSTRUCTIONS
19.	<p><u>Reference Material</u></p> <p>Copies of pricing guides, commercial catalogs, technical manuals, Agency catalogs and changes, Agency regulations, notices and handbooks used as reference in the operation of the Branch. This file also contains GSA Bulletins and Regulations.</p>	<p>Temporary. Destroy when superseded or no longer needed. <i>none needed.</i></p>

SECRET

SCHEDULE NO.

## RECORDS CONTROL SCHEDULE

SECRET

3407.03

CONCURRENCE

## OFFICE, DIVISION, BRANCH

Office of Logistics - Logistics Services Division  
Mail and Courier Branch

SIGNATURE

5X1A

TITLE

Executive Officer, OL

DATE

11/2/71

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<p><u>Subject Files</u></p> <p>Subject files maintained by the Chief of the Mail and Courier Branch. Used in connection with the daily operations of the mail services in the Agency. Files contain memos and printed material concerning such subjects as communications, security clearances, training, requisitions for supplies and equipment, administrative issuances and similar material. Filed according to Agency Subject Filing System.</p>		Temporary. Cut off at end of each calendar year; retain in current file area one year and retire to Records Center. Destroy 2 years thereafter. (GRS 12 - Item 2)
2.	<p><u>Imprest Stamp Account Files</u></p> <p>Files accumulated by the Postage Stamp Custodian in requesting and accounting for stamps used by the Agency.</p> <p>a. Form 239 "Postage Slip". These are forwarded with outgoing mail to Central Mail Room as authority for use of postage.</p> <p>b. Memoranda of request, approval and amendment of establishment of imprest postage stamp account; names of custodians and changes to custodians. Filed by account and chronologically thereunder.</p> <p>c. Memorandum requests for replenishment of postage stamp accounts of the Agency and "Postage Stamp Summary Sheets" (Form 1434) showing amount received, issued and balance. Filed chronologically.</p>		<p>Temporary. Cut off at the end of Fiscal Year. Hold in current file area 1 year and retire to Records Center. Destroy 3 years after retirement. (GRS 7 - Item 4.a.)</p> <p>Temporary. Destroy after account is abolished.</p> <p>Temporary. Cut off at the end of the Fiscal Year; hold in current file area 1 year and retire to Records Center. Destroy 3 years after retirement.</p>

SECRET

GROUP 1

Excluded from automatic  
downgrading and  
declassification

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1	DISPOSITION INSTRUCTIONS
	<p>d. Detailed accounting of the stamps and funds utilized by the Branch. Unnumbered form used in reconciling the account for the Branch records.</p> <p>e. <u>Stamp Account Books</u></p> <p>File contains the detailed statistical official figures of the stamp accounts. Filed chronologically.</p> <p>3. <u>Courier Mail Receipts</u></p> <p>Various receipt forms for documents transmitted through the Agency courier system.</p> <p>a. Courier's Classified Mail Receipts. These are record copies of delivery receipts signed by addressees for all mail delivered by the Agency courier service. Consist of "Courier's Classified Mail Receipt" for confidential, secret and Top Secret mail. Filed chronologically.</p> <p>b. Courier's Classified Mail receipts. These are copies of receipts (including TS) prepared by Mail and Courier Branch. Signed by couriers for delivering to addressees.</p> <p>c. Document Receipts. These consist of various forms of receipts (DOD, AF &amp; State) signed by couriers upon pick-up of mail from other Government Agencies for delivery within CIA. Filed by Agency and chronologically thereunder.</p> <p>d. Pouch Receipts. Incoming and outgoing receipts for locked mail pouches containing overseas dispatches transmitted through State Department and Department of Defense (Army and Navy). Filed chronologically.</p>	<p>Temporary. Destroy 1 year after audit.</p> <p>Temporary. Retire to Records Center 1 year after audit. Destroy 3 years after retirement.</p> <p>Temporary. Cut off each three months and retire to Records Center. Destroy 1 year thereafter. (GRS 12 - Item 6.a.)</p> <p>Temporary. Destroy after 1 year. (GRS 12 - Item 6.a.)</p> <p>Temporary. Maintain a 1 year level and destroy balance. (GRS 12 - Item 6.a.)</p> <p>Temporary. Maintain a 1 year level and destroy balance. (GRS 12 - Item 6.a.)</p>

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4. Registered Mail Records

Records documenting the receipt, dispatch and delivery of registered and insured mail of the Agency.

a. Registered Mail Logs

These logs consist of US POD Forms 3881-A, 3877-A, 3883, or similar forms used for the purpose of recording all incoming and outgoing overt registered mail for the Agency. Outgoing logs maintained numerically within number blocks assigned to each log. Incoming logs maintained chronologically.

Temporary. Cut off at the end of year;  
maintain in current file 1 year and destroy.  
(GRS 12 - Item 5)

b. Registry Dispatch Books

These are US POD Forms 2852 or similar forms recording receipt or dispatch of registered mail pouches. Filed chronologically.

Temporary. Cut off at the end of year; maintain in current file area 1 year and destroy. (GRS 12 - Item 5)

c. Post Office Receipts for Registered and Insured Mail.

These are various US POD Forms (3813, 3806-S, 3881-A and 3824) signed by the Post Office for receipt of outgoing registered and insured mail. Filed chronologically.

Temporary. Cut off at end of year, retain 1 year and destroy.

5. Top Secret Log

This consists of an unnumbered form used to show the courier responsible for delivery of TS material, date, and time material moves from the Central Mail. This is used for a more stringent control. Filed chronologically.

Temporary. Maintain a 1 year level and destroy balance.

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-01317A000100180013-1 SECRET	DISPOSITION INSTRUCTIONS
6.	<u>Courier Schedules</u>	
	Courier Trip Schedules. Daily work sheets and record of couriers dispatched. (Form 477 and others.) Filed chronologically.	Temporary. Filed daily. Maintain a 3 months level and destroy balance.
7.	<u>Employee Locator File</u>	
	a. Flex-o-line machine record listing of Agency personnel on duty. Used in routing of incoming mail addressed to individuals. Filed alphabetically.	Temporary. Destroy upon receipt of notification of separation or decease.
	b. IBM card shwoing separations or changes in status to Flex-o-line see a. above.	Temporary. Retain 1 year and destroy.
8.	<u>Budget Material</u>	
	Background budget materials, including Branch estimates, final submissions and related papers.	Temporary. Not an official record. Keep only as needed for reference, then destroy.
9.	<u>Daily Transportation Records</u>	
	File contains the documentation covering the operation of the various vehicles assigned to the Branch. It records the name of the driver to whom the vehicle was assigned, car make and number, and the hours of operation and mileage. Filed chronologically.	Temporary. Maintain a 3 month level, destroy balance.
10.	<u>Vehicle Record</u>	
	Form No. 970, (3x5 card), to record pertinent data on each of the vehicles assigned to the Branch.	Temporary. Destroy upon disposition of vehicle.
11.	<u>Personnel Files</u>	
	a. Folders on each employee of the Branch, containing copies of memos, personnel action, information, special clearance data, training requests, etc. used in the administration of personnel. Filed alphabetically by surname.	Temporary. Destroy upon separation from the Agency. Upon intra or inter-office transfer, forward to gaining office.



ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP88-07317A000100180013-1 SECRET	DISPOSITION INSTRUCTIONS
	<p>b. Binder containing current information of names, addresses, phone numbers, etc. of all couriers so that they may be contacted immediately to fill in and/or replace others on special and/or regular runs.</p> <p>c. Binder using unnumbered Personnel Information Form to document a condensed version of the biographic data on each courier.</p> <p>12. <u>Reference Material</u></p> <p>Regulations, handbooks, meter books, postal manual, zip codes, etc. used for reference.</p>	<p>Temporary. Maintain current information only. Destroy superseded pages.</p> <p>Temporary. Maintain current information only. Destroy upon separation or transfer of employee.</p> <p>Temporary. Destroy when superseded or no longer needed.</p>

## RECORDS CONTROL SCHEDULE

**SECRET**SCHEDULE NO.  
3407.04

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Logistics - Logistics Services Division  
Motor Pool Branch

SIGNATURE

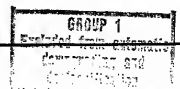
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TITLE

Executive Officer, OL

11/2/71

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<u>Subject Files</u>  Files consisting of copies of memos, letters, reports, procedures, schedules and other material pertaining to the administration of the Branch, assignment of vehicles, purchase of new cars, contracts for repairs and various subjects. Filed according to Agency subject file system.		Temporary. Cut off each 2 year period. Destroy 2 years thereafter. (GRS 10 - Item 1)
2.	<u>Personnel Files</u>  a. Folders containing memoranda, agreements, commendations, and Fitness Reports. Filed alphabetically.  b. Service Record Cards, SF -OF4-B, showing position number, name, address, grade, salary, actions, etc.		Temporary. Destroy upon transfer or separation from the Branch.  Temporary. Destroy upon transfer or separation from the Branch.
3.	<u>Vehicle Files</u>  Files pertaining to the acquisition, utilization and disposition of domestic vehicles, including trucks, busses and passenger cars. Records of maintenance work performed on assigned vehicles and of work done on cars within the Washington Area. Files contain "Daily Job Orders", the "Monthly Report of Maintenance" and Annual Reports. Filed by make of car and numerically thereunder.		Temporary. Destroy 3 years after disposal of vehicle. (GRS 10 - Item 2)

**SECRET**

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1	DISPOSITION INSTRUCTIONS
<p>4. <u>Agency Driver Qualification Files</u></p> <p>Records concerning Agency employees qualified to drive Agency vehicles.</p> <p>a. Files consisting of memos requesting qualification of employees to drive Agency vehicles; medical qualification forms; check lists and score sheets for road tests, and other pertinent information. Filed alphabetically by employee's name and permit number.</p> <p>b. 3x5 card record giving brief summary of information contained in files (see a. above). Used as ready reference. Filed alphabetically.</p> <p>c. Looseleaf book register of Permit Numbers and expiration dates. Services as record of permit numbers issued and tickler to check on renewals. Cut off when binder is full.</p> <p>5. <u>Register of Executive Office Tags</u></p> <p>These are 3x5 cards recording EO Tags ordered, received, in use and location. Tags are reassigned continuously. Filed by tag number.</p> <p>6. <u>Record of Accidents</u></p> <p>Files containing Accident Reports (SF-91) Survey Reports; correspondence; statements; estimates of repair; and other data concerning accidents involving Agency vehicles. Filed by driver's name and vehicle thereunder.</p>	<p style="text-align: center;"><b>SECRET</b></p>	<p>Temporary. Place in inactive file upon final separation from the Agency or cancellation of permit. Retire to Records Center as volume warrants. Destroy 3 years thereafter. (GRS 1 - Item 26)</p> <p>Temporary. Destroy 3 years after final separation from the Agency. Place in inactive folder upon notice of separation or cancellation. (see a. above)</p> <p>Temporary. Destroy 3 years after last permit expires.</p> <p>Temporary. Place obsolete EO Tag files in inactive files for a period of 1 year then destroy. Tags become obsolete upon receipt of replacements for damaged or superseded tags.</p> <p>Temporary. If volume warrants, retire to Records Center, destroy 6 years after case is closed. (GRS 10 - Item 5)</p>

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1	DISPOSITION INSTRUCTIONS
7.	<p><u>Operating Records</u></p> <p>a. <u>Daily Operational Reports</u></p> <p>Form 164, daily record of name of driver, car number, hours of operation and mileage of Agency cars in use. Used in analysis for reporting purposes, and record of where car is at a given time in case of accident. Filed chronologically by month; thereunder by tag number.</p> <p>b. <u>Mileage Records</u></p> <p>Book record of mileage of all domestic vehicles. Compiled from "Daily Operational Reports" by months and by tag numbers for reporting purposes.</p> <p>c. <u>Dispatch Record</u></p> <p>Form 539 and related reports, recording calls and dispatch of cars from the Motor Pool. Filed chronologically.</p>	<p>Temporary. Destroy after 3 months. Cut off each, maintain a 3 month level. (GRS 10 - Item 2.a.)</p> <p>Temporary. Destroy 3 months after book is complete. (GRS 10 - Item 2.a.)</p> <p>Temporary. Destroy after 3 months. (GRS 10 - Item 2.a.)</p>
8.	<p><u>Property Accountability on Vehicles, Parts, etc.</u></p> <p>Records concerning accountability for Agency vehicles, equipment, parts, accessories and supplies stored in the garage.</p> <p>a. "Supply Record Card" and "Property Inventory Records", or similar records, showing vehicles by make, accessories, parts, equipment, oil and gas by name or number, and balance on hand. These records are continuous until vehicle disposed of, or parts, etc. discontinued or depleted.</p> <p>b. "Property Turn-In Slip" and copies of Purchase Orders, or similar documents used as credits and debits to account record, a. above. Filed chronologically.</p>	<p>Temporary. Destroy 4 years after item disposed of or completion of card. (GRS 8 - Item 4)</p> <p>Temporary. Cut off at end of year. Retain 1 year in current file area. Retire to Records Center and destroy 4 years thereafter. (GRS 8 - Item 4)</p>

ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP80-0717A000100180013-1 PRESIDENTIAL	DISPOSITION INSTRUCTIONS
	<p>c. "Delivery Ticket and Receipt", record of oil and gas dispensed from stock supply. Filed chronologically.</p> <p>d. Monthly Abstract of issued Automotive operating Supplies.</p> <p>9. <u>Reference Material</u></p> <p>Agency and office regulatory issuances, various catalogs, manuals, etc. on motor vehicle repair, listings of tools and parts and other material used for ready reference in the operation of the Motor Pool.</p>	<p>Temporary. Destroy 3 months after audit. (GRS 8 - Item 4)</p> <p>Temporary. Destroy after 4 years.</p> <p>Temporary. Destroy when superseded or no longer needed.</p>

## RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO.

3407.05

OFFICE, DIVISION, BRANCH

Office of Logistics - Logistics Services Division  
Space Maintenance and Facilities Branch

SIGNATURE

25X1A

TITLE

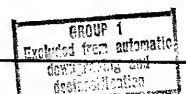
Executive Officer, OL

DATE

11/2/71

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<u>Subject Files</u>  a. Files documenting the administration and activities of the Branch in regard to alterations, renovations, and modifications to the Headquarters Building and to overt space in the Washington area and files pertaining to required maintenance and services in such buildings. Budgetary data and documents pertaining to policy and procedures governing Headquarters parking system. Files consist of memorandum, letters, reports, studies, etc. Filed by Agency Subject Filing System.  b. Chronological files consisting of copies of correspondence originated in the Branch.		Temporary. Cut off at the end of each calendar year; retain in current file area 3 years and destroy. Policy papers to be incorporated into and retired with files of the Office of the Chief, LSD. (Schedule 3407.00 Item 1) (GRS 11 - Item 1)  Temporary. Cut off at the end of each calendar year, retain 1 year and destroy.
2.	<u>Document Control Files</u>  Form 238 used as a log to record classified and other material received in and dispatched from the Branch.		Temporary. Cut off at the end of each calendar year; retain 1 year and destroy. (GRS 12 - Item 6.a.)
3.	<u>Work Order Files</u>  a. Files containing requests for building alterations, work orders levied on PBS/GSA and any other pertinent background material on particular jobs. Filed numerically.  b. Copies of GSA Work Order Form No. 1354 used in the obligation and liquidation of funds by the Branch. Filed numerically under the classification "liquidated" and "unliquidated."		Temporary. Segregate completed files. Cut off at end of each Fiscal Year; retain in current file area 3 years and destroy. GRS-11-2  Temporary. Cut off at the end of each Fiscal Year; retain in current file area 3 years and destroy. GRS-11-2

SECRET



ITEM NO.	Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1		DISPOSITION INSTRUCTIONS
4.	<u>Reference Material</u>	SECRET	Temporary. Destroy when superseded or no longer needed. <i>non rec</i>
Agency regulations, instructions, handbooks, notices, etc; supply catalogs, technical manuals, and commercial catalogs.			

7 SEP 1973

MEMORANDUM FOR: Records Administration Branch

FROM : Office of Logistics Records Officer

SUBJECT : Transfer of Records Control Schedule

STATINTL

REFERENCE : HN [REDACTED] dated 30 August 1973

1. Effective 1 September 1973 the Telephone Facilities Branch, Logistics Services Division, Office of Logistics, was transferred to the Office of Communications.

2. A copy of Records Control Schedule 3407.06 has been forwarded to Office of Communications for their information and/or use. It is requested your records be changed to reflect this transfer.

[REDACTED]

STATINTL

Distribution

Orig & 2 - Addressee  
1 - OL/Official  
1 - OL Reader

STATINTL

OL/EO/R&S/[REDACTED] 2461 (7 Sep 73)



**CONFIDENTIAL**

15 January 1962

ATTN : Director of Logistics  
Area Records Officer

CIA Records Administration Officer

**Revised Records Control Schedule**

1. The revised Records Control Schedule for the Printing Services Division submitted for review has been approved. The original was retained as the Agency record copy, one is being forwarded to the Records Center, and two are attached for use by the Area Records Officer.

2. While reviewing the schedule I noted various changes in the item descriptions and the disposition instructions. Except for item 16, the schedule tends to indicate that inactive records, for the most part, are being disposed of, thereby keeping active records to the minimum necessary to carry out current operations. These improvements, I am pleased to say, depict a greater appreciation and understanding by your people for records management practices. Item 16, however, covers 41 cu. ft. of Requisition Files which are "not official voucher files" for FY 1955-1962. This, I feel, is a rather large volume which, undoubtedly, could be reduced through the immediate application of the disposition instruction approved for that item.

3. The completion of this schedule reduces to three the number of Divisions having schedules yet to be revised for your Office. These include the Procurement, Real Estate and Construction, and Supply Divisions. If any help is desired in completing these schedules we will be glad to assist you. You will find that up-to-date schedules help to simplify office operations.

25X1A

**Enclosure**

**Distribution:**

Original - O/L

1 - Records Center

1 - Records Systems & Disp. Branch

✓ 1 - RMS File Copy

25X1A

**CONFIDENTIAL**

See O/L memo of  
Aug 1960 re  
numbering.  
The J, K, L portion  
schedule should be  
revised by O/L.

STATINTL

7-6-61

STATINTL

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1

RECORDS CONTROL SCHEDULE		CLASSIFICATION	OLD SCHEDULE NO(S)	REVISED SCHEDULE NO.
OFFICE, DIVISION, BRANCH Office of Logistics, Printing Services Division, Office of the Chief		DATE(S) OF OLD SCHEDULE(S)	3408 -70	3408 -75
TYPE CONCURRENCE OFFICER'S NAME AND TITLE		DATE OF CONCURRENCE	29 Jun 1970	7 MAR 1975
Executive Officer		CONCURRENCE	STATINTL	INTL
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
3408-70 1. and 19. of Gen. Prints Plans Portm ON 8 May 75	1.	<u>Correspondence Subject Files</u>  Files documenting the activities of the Division, consisting of memoranda, letters, reports, studies, charts and various forms used in administering the personnel and operations of the Division. Filed according to Agency subject filing system.		Temporary. Cut off files at the end of each calendar year. Retain in current file area 2 years and retire to Records Center. Destroy 3 years after retirement. Records of permanent value are to be transferred to the Dir. of Logistics subject files (Records Schedule 3400.02 - Item 1) for permanent storage and preservation. (GRS 13, Item 2)
2.	2.	<u>Document Control Record</u>  Document Control Tickets, Form 238, recording classified and other material received in and dispatched from the Division. Filed by date or source and cross referenced to point of filing. (NON-RECORD)		Temporary. Cut off at the end of each calendar year; retain 1 year, then destroy.
3.	3.	<u>Chrono Files</u>  Copies of correspondence prepared by the Division. Filed chronologically.		Temporary. Cut off at the end of each calendar year; retain 2 years, then destroy.
4.	4.	<u>Personnel Records</u>  a. <u>Service Record Cards</u>  OF-4B cards showing record of employment and brief of all actions on each employee of the Division.		Temporary. Destroy upon separation from Agency. Upon transfer of employee forward to gaining office. (GRS 1-6)

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
		<p>b. <u>Personnel Folders</u></p> <p>Contain copies of Personnel Actions, Fitness Reports, correspondence, travel orders and vouchers, and records of internal Division training on each employee of the Division.</p> <p>c. <u>Leave Records</u></p> <p>Copies of machine listings of leave used and balances for Division employees.</p> <p>← (new) d. <u>Central Emergency &amp; Locator Record (CEMLOC)</u></p> <p>Copies of Form 642 containing emergency and locator information for each employee of the Division.</p>			<p>Temporary. Destroy upon separation from the Agency. Upon transfer of employee, forward to gaining office.</p> <p>Temporary. Maintain a 1 year level. Destroy balance.</p> <p>Temporary. Upon transfer of employee forward to gaining office. Upon separation from the Agency, forward to Personnel &amp; Training Staff, OL.</p>
5.	5.	<p><u>Reference Material</u></p> <p>Copies of Agency and Office regulations, pamphlets, catalogs, books, technical publications, etc. used for reference purposes.</p>			<p>Temporary. Destroy when superseded or no longer needed. <i>Books may be offered to the Agency Library which may in turn offer unclassified books to the Library of Congress. PW 8 May 75</i></p>

RECORDS CONTROL SCHEDULE		CLASSIFICATION	OLD SCHEDULE NO(S).	REVISED SCHEDULE NO.
OFFICE, DIVISION, BRANCH Office of Logistics, Printing Services Division, Office of the Production Manager			3408.01-70	3408.01-75
DATE(S) OF OLD SCHEDULE(S) 29 Jun 1970			DATE OF CONCURRENCE 7 MAR 75	
TYPE CONCURRENCE OFFICER'S NAME AND TITLE Executive Officer STATINTL		COM [REDACTED] STATINTL		
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
3408.01 6 X.	1.	<u>Requisition Files</u>  Envelopes containing requisitions, work tickets, signed document receipts for delivery of material, and other papers relating to the scheduling, processing, costing, and accomplishment of a printing job. Filed by Job Number.		Temporary. Cut off completed files at end of fiscal year; retain 1 year then destroy. (GRS 13, Item 3.a.)
7 & 7. Z.a. (Z.b. deleted) 7	2.	<u>Top Secret Records</u>  Log sheets recording receipt and dispatch of all Top Secret and Code Word material received (for reproduction only). Job Numbers cross referenced to Agency or other control numbers and adequate description to comply with established procedures.		Temporary. Cut off at the end of the fiscal year. Destroy <sup>23/19/75</sup> 10 years after documents are sent outside control point. (OS/PSD 17 Jan 64 decision.) PN 8 May 75
8 X.	3.	<u>GPO Printing Records</u>  Printing procurement unit copy of requisition, invoice, specifications, and related papers. Filed numerically.		Temporary. Cut off at the end of each fiscal year. Retain 4 years, then destroy. (GRS 3, Item 7.a.)
9 X.	4.	<u>Forms Files</u>  Files consist of "flats" containing the negative and data pertaining to the printing of Agency-produced forms. Filed numerically by form number.		Temporary. Destroy upon receipt of revision or when form is declared obsolete. (GRS 16-9) PN 8 May 75

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
10.	5.	<u>Photography Scheduler's Records</u>  a. Form No. 627 recording the receipt and scheduling of all photographic jobs. Filed in chronological order.  b. Work Ticket copy of Form 70, Printing Services Requisition. Filed by Office symbol and numerically thereunder.  c. Suspense copies of requisition (form 70)			Temporary. Maintain a 1 year level, destroy balance. (GRS 13-3a) <i>7 May 75</i>  Temporary. Cut off each fiscal year; retain 1 year, then destroy. (GRS 13, Item 3.a.)  Temporary. Destroy when job is completed.
* OL/PSD/Bindery Branch, Item 17.	6.	<u>Distribution Records</u>  a. Lists or memos establishing one-time distribution for Intelligence Reports. Filed chronologically.  b. Memos, forms or lists establishing standard or continuing distribution for reports, regulations, notices, and various other publications.			Temporary. Maintain a 1 year level and destroy balance.  Temporary. Destroy when superseded or discontinued.
* OL/PSD/Bindery Branch, Item 18.	7.	<u>Document and Courier Receipts</u>  Copies of signed document receipts for material delivered to customers and copies of receipts signed by the courier for material to be delivered.  *The Bindery Branch is part of the Office of the Production Manager. No change has been made in the records. Other branches were not broken out of that office, therefore, this title was dropped as a separate schedule heading for conformity.			Temporary. Maintain a 2 year level of document receipts. Courier receipts may be destroyed after a 3 month period.

RECORDS CONTROL SCHEDULE		CLASSIFICATION	OLD SCHEDULE NO(S).	REVISED SCHEDULE NO.
OFFICE, DIVISION, BRANCH Office of Logistics, Printing Services Division, Supply and Services Staff			3408.02-70	3408.02-75
TYPE CONCURRENCE OFFICER'S NAME AND TITLE Executive Officer STATINTL			DATE(S) OF OLD SCHEDULE(S) 29 Jun 1970	DATE OF CONCURRENCE 7 MAR 75
			CONCU	TINTL
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
3408.02 11 X.	1.	<u>Requisition Files</u>  a. Files contain copies of requisitions, resulting purchase orders, receiving documents, packing slips and freight bills. Filed by requisition number. (Not official voucher files).  b. Internal informal requisitions for non-accountable material issued to the various Sections and Plants from stock on hand. Filed chronologically.		Temporary. Cut off at the end of each fiscal year; retain 2 years, then destroy.  Temporary. Cut off at the end of each fiscal year; retain 2 years, then destroy. (GRS 3, Item 9.a.)
12. X.	2.	<u>GPO Purchase Orders</u>  SF-44 Purchase Orders to the Government Printing Office for printing supplies and services.		Temporary. Cut off at the end of the fiscal year; retain 4 years, then destroy. (GRS 3-7) after completion PW 8 May 75
13 X.	3.	<u>Registers</u>  a. Register of requisitions by number, cross-referenced to the Logistics Control Number (LCN) assigned.  b. Register of LCN's assigned from block designated by Central Control & Distribution Branch (Supply Division).		Temporary. Cut off at the end of each fiscal year; retain 2 years, then destroy.  Temporary. Cut off at the end of each fiscal year; retain 2 years, then destroy.



OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14.	4.	<u>Consolidated Memorandum Receipt Files</u>  a. Annual Consolidated Memorandum Receipt Listing, adjustments and reconciliations thereto.  b. Sub-account records for CMR's with annual inventories, signatures and adjustments.			Temporary. Destroy after subsequent report received and adjusted.  Temporary. Destroy after subsequent report received and adjusted.
15.	5.	<u>Stock Record Cards</u>  a. Cards for non-expendable equipment and property on hand.  b. Cards on expendable supplies on hand for internal issue within the Printing Services Division.			Temporary. Destroy 3 years after item is withdrawn from plant account. (GRS 8, Item 6)  Temporary. Destroy completed or discontinued cards after 2 years. (GRS 3, Item 10.b.)
16.	6.	<u>Reference Material</u>  Regulations, handbooks, catalogs, technical publications, etc. Used for reference. Any record copies are preserved by Office of the Chief, PSD. <i>pm 8 May 75.</i>			Temporary. Destroy when superseded or no longer needed.

PM 8 May 75

RECORDS CONTROL SCHEDULE		CLASSIFICATION	OLD SCHEDULE NO(S).	REVISED SCHEDULE NO.
OFFICE, DIVISION, BRANCH Office of Logistics, Printing Services Division, General Printing Plant			3408.03-70	3408.03-75
DATE(S) OF OLD SCHEDULE(S) 29 Jun 1970			DATE OF CONCURRENCE 7 MAR 1975	
TYPE CONCURRENCE OFFICER'S NAME AND TITLE Executive Officer STATINTL			CONCURRENCE NTL	
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
3408.03 19. 1.	1.	<u>Reference Files</u>  Copies of memoranda, regs, handbooks, notices charts and various forms pertinent to the operations of the Plant. (Official record copy maintained in the Office of the Chief, Printing Services Division). Filed according to Agency subject filing system.		Temporary. Destroy when superseded or no longer needed.
20. 2.	2.	<u>Daily Production Reports</u>  Form 1477, Daily Production Report, employee record of the various types of production on a daily basis. From this daily record, a monthly production report is compiled and submitted to the Office of the Chief, Printing Services Division. Filed chronologically.		Temporary. Maintain a 2 year level and destroy balance. (GRS 13-7) R.D. PW 8 May 75
21. 3.	3.	<u>Reproduction Requisitions</u>  a. Work Ticket copies of Form 70, Printing Services Requisitions. Filed numerically.  b. Form 70-B, Printing Services Requisition (Short form), either issued against blanket Printing Services Requisitions, or used for certain special services within the Headquarters compound only. Filed numerically.		Temporary. Cut off at the end of each fiscal year; retain 1 year, then destroy. (GRS 13, Item 3.a.)  Temporary. Retain 1 week after completion of the work and after posting to pertinent production records.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
22. <del>4.</del>	4.	<u>Intelligence Reports Log</u>  Signed copy of the Production and Receipt Record, Form 898A. (Includes signed document receipts from outside the Agency). Filed numerically.			Temporary. Cut off at the end of every 3 months; retire to Records Center, destroy 2 years after retirement. (GRS 18, Item 3.)
23. <del>5.</del>	5.	<u>Top Secret Records</u>  Log sheets recording receipt, processing, and delivery of Top Secret material received in the General Printing Plant. Record contains signature for finished material. Entered chronologically.			Temporary. Cut off at the end of the fiscal year. Destroy <sup>25/19/75</sup> 10 years after documents are sent outside control point. OS/PSD 17 Jan 64 decision) <i>PN 8 May 75</i>

RECORDS CONTROL SCHEDULE		CLASSIFICATION	OLD SCHEDULE NO(S).	REVISED SCHEDULE NO.
OFFICE, DIVISION, BRANCH Office of Logistics, Printing Services Division, Special Printing Plant			3408.04 - 70	3408.04 - 75
DATE(S) OF OLD SCHEDULE(S)		DATE OF CONCURRENCE		
29 Jun 1970		7 MAR 1975		
TYPE CONCURRENCE OFFICER'S NAME AND TITLE		COM		
Executive Officer STATINTL		STATINTL		
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
3408.04 24.1.	1.	<u>Reproduction Requisitions</u>  Requisitions for printing services in this Special Center. Filed by job number.		Temporary. Cut off at the end of each fiscal year; retain 1 year, then destroy. (GRS 13 Item 3.a.)
25.2.	2.	<u>Log Record</u>  Ledger sheets showing job number, type of work, branch and division, number of originals, total copies reproduced, dates requested, dates delivered, etc.		Temporary. Cut off at the end of each calendar year; retain 1 year, then destroy. (GRS 13-4). 8W 8 May 75
New	(new) 3.	<u>Reference Files</u>  Copies of regulations, handbooks, notices, memoranda, etc. pertaining to the operation and administration of the Plant. (Official copy maintained in the Office of the Chief, Printing Services Division). Filed by Agency subject filing system.		Temporary. Destroy when superseded or no longer needed.

RECORDS CONTROL SCHEDULE		CLASSIFICATION	OLD SCHEDULE NO(S).	REVISED SCHEDULE NO.
OFFICE, DIVISION, BRANCH Office of Logistics, Printing Services Division, Graphics and Visual Aids Staff			3408.05 - 70 29 Jun 1970	3408.05 - 75 7 MAR 1975
TYPE CONCURRENCE OFFICER'S NAME AND TITLE [REDACTED] Executive Officer STATINTL			CONCURREN	
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOL (CU. FT.)	DISPOSITION INSTRUCTIONS
3408.05 26. 1.	1.	<u>Reference Material</u>  a. Regulations, handbooks, notices and memos pertinent to the operation and administration of the Staff. (Official record copy maintained in the Office of the Chief, Printing Services Division). Filed according to Agency subject filing system.  b. Magazines, catalogs, technical publications, and various types of materials used in creation of graphic arts.		Temporary. Destroy when superseded or no longer needed.
27. 2.	2.	<u>Job Records</u>  File contains record pertaining to job requests, requisitions, time sheets, and other data relevant to the creation of graphics and visual aids. Filed chronologically by month.		Temporary. Destroy when superseded or no longer needed.  Temporary. Cut off at the end of each calendar year; retain 1 year, then destroy. GRS 13-3a. JW 8 May 75

## RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO.

34-69-D

3405 Sec 139 of 71 memo

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Logistics, Procurement Division  
Office of Chief

SI

5X1A

Director of Logistics

DATE 24 MAR 1969

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.	<u>Subject Files</u>  a. Files documenting the activities of the Procurement Division in carrying out assigned functions and the administration of the personnel and affairs of the Division. Files contain memos, letters, reports, charts, studies, etc. in support of Agency policy and procedures on procurement of goods and non-personal services. Filed according to Agency Subject File Manual. FY 1968 & FY 1969.  b. <u>Chrono Files</u>  A convenience file consisting of copies of material originating in the Division. Filed chronologically. FY 1968 & FY 1969.	3.9	Temporary. Cut off at the end of each fiscal year; retain in current file area one year and retire to Records Center. Destroy four years after retirement. (GRS 3 - item 3)
2.	<u>Personnel Files</u>  a. <u>Personnel Folders</u>  Contain copies of actions, evaluations, travel orders, travel vouchers, job descriptions and other material relating to each employee of the Division. Filed alphabetically by surname.  b. <u>Career Board Files</u>  Contain copies of Agendas, individual evaluations, comparative ratings, and other sensitive material relative to career planning for Procurement Division and other Logistics personnel. (The official files are maintained in Personnel and Training Staff).	0.5  1.5  .01	Temporary. Cut off each fiscal year, retain two years and destroy.  Temporary. Destroy upon separation from the Agency. Upon intra or inter-office transfer, forward to gaining office. (GRS 1 - item 11)  Temporary. Maintain a two-year level and destroy balance. (GRS 1 - item 10)

SECRET

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>c. <u>Organization Studies</u></p> <p>Files contain copies of tables of organization, memoranda, and studies made to determine staffing pattern requirements, changes, etc. for the Procurement Division.</p> <p>d. <u>Service Record Card File</u></p> <p>SF OF 4-B Employee Record Card - Serving as position inventory and showing record of employment and brief of all actions on each employee of the Division. Filed by position number.</p> <p>e. <u>Employee Travel Records</u></p> <p>Files contain travel records, cost involved, itinerary, etc. for the Chief and Deputy Chief of the Procurement Division.</p> <p>f. <u>Leave Records</u></p> <p>Copies of IBM listings showing leave used and balances for Division employees.</p> <p>g. <u>Overtime Records</u></p> <p>Detailed statistical report of overtime hours worked by PD personnel; budgetary figures showing total O/T obligations, liquidations, and balances in order to control funds and not exceed O/T allotment.</p> <p>h. <u>Locator Cards</u></p> <p>Box of Forms 642, Personnel Emergency and Locator Record, giving pertinent data on each employee of the Division. Filed alphabetically.</p>	<p>0.2</p> <p>0.02</p> <p>0.01</p> <p>0.02</p> <p>0.01</p> <p>0.01</p>	<p>Temporary. These studies are used for reference and should be destroyed as superseded or no longer needed.</p> <p>Temporary. Destroy upon separation from the Agency. Upon intra or inter-office transfer, forward to gaining office. (GRS 1 - item 7)</p> <p>Temporary. Destroy when no longer needed for reference purposes. (GRS 9 - item 4)</p> <p>Temporary. Maintain a one year level. Destroy balance. (GRS 2 - item 9.b.)</p> <p>Temporary. At the end of the fiscal year incorporate into item 1, subject file, follow same disposition instructions.</p> <p>Temporary. Forward to gaining office upon transfer of employee. Upon resignation forward to Personnel and Training Staff. (GRS 3 - item 7)</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
25X1A 3.	<u>Project Files</u> a. File contains background material regarding initial planning, establishment, and operation of the [REDACTED] b. Copies of general correspondence between [REDACTED] and Headquarters, T/O, leave records, etc. are part of the file.	0.02 0.02	Temporary. Incorporate with Item 1.a. and retire. Temporary. Retain in file area for reference and research. Destroy after five years.
4.	<u>Delegations of Authority</u> a. <u>Continuing Delegations of Authority</u> Copies of memos and requests from other Agency components for delegations of authority and memos approving such delegations. 1950 - 1969 b. <u>One-time Delegations of Authority</u> Official copy of requests to procure or contract on a one-time basis and resulting authorities.	0.5 0.5	Temporary. Used as continuing reference. Destroy when superseded or no longer needed. Temporary. Incorporate with Item 1a. and retire.
5.	<u>Reference Materials</u> a. Agency, Office, and Division regulations, handbooks, instructions, notices, etc. used for reference and research. b. Materials compiled and used by members of the Division to brief Agency officials on the activities, mission and functions of the Procurement Division. 1963 - 1969 c. Armed Services Procurement Regulations, Comptroller General Decisions, Government Contractual Manuals, Defense Procurement Circulars, etc. Used as reference for negotiating and writing contracts.	2.01 0.5 2.5	Temporary. Destroy when superseded or no longer needed. Temporary. Destroy when superseded or no longer needed. Temporary. Destroy when superseded or no longer needed.




ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
6.	<u>Statistical Reports</u>  Files contain forms, memos, charts, etc. used in preparing operational statistical reports for the Procurement Division. 1966 - 1969.	0.5	Temporary. Cut off at the end of each fiscal year. Retain in current file area one year and incorporate in Item 1.a. for retirement to Records Center.
7.	<u>Document Control Slips</u>  a. Form No. 238, Document Control, used to record receipt, routing, control, location, and dispatch of incoming and outgoing documents of the Division. Filed numerically. 1967 - 1969.  b. Log record of requisitions, memoranda, and other material received and dispatched through P.O. Boxes to the [REDACTED]  c. Log of Request for Procurement Action (Form 2420), showing to Section assigned and cross referenced to the applicable Contract Number.	0.01  0.2  0.2	Temporary. Cut off at the end of each calendar year. Retain one year and destroy. (GRS 12 - item 6.a.)  Temporary. Cut off each fiscal year. Retain one year and destroy.  Temporary. Cut off each fiscal year. Retain six years and destroy.
8.	<u>S.E. Asia Air Support Project</u>  Copies of cables, memoranda, contracts and other papers regarding air support. Not official records.  a. Incoming and outgoing cables pertaining to the project.  b. Copies of contracts and related papers.	1.0	Temporary. Retain six months level and destroy balance.  Temporary. Official Contract jacket is maintained in the field, however, this is the only domestic copy of the contract and should be retired to the Records Center upon completion. Destroy six years after retirement.
9.	<u>Cable Files</u>  Copies of incoming and outgoing cables of interest to Procurement Division.	0.5	Temporary. Cut off each six months. Retain six months and destroy.

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APPROVED

RECORDS CONTROL SCHEDULE		SCHEDULE NO. 34-69-D-3405		STATINTL
OFFICE, DIVISION, BRANCH		CONCURRENCE		
Office of Logistics, Procurement Division, Research Contract Administration and Settlement Branch		SIGNATURE  Director of Logistics 17 NOV 1969		
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
10.	<u>Subject Files</u>  Correspondence files of procurement operating units pertaining to the internal operation and administration of RCASB. Filed by Agency Subject System. 1966 - 1969.	7.0	Temporary. Cut off each calendar year; retain in current files <sup>two</sup> year; then destroy. (GRS <del>3</del> - item 3)	
11.	<u>Purchase Order Files</u> (Official Procurement and Supply Voucher Files - <u>maintained in SD/CCDB</u> )  Case files documenting the procurement of equipment and supplies by informal purchase through government or non-government sources. The files include initiating requisition, specifications, bids, proposals, prices and procurement work sheets, purchase orders, receiving reports, and other documentation related to the receipt, issue, and completion of all action on the requisition.  a. Transactions of \$2500 or more.  b. Transactions of less than \$2500.		Temporary. Retire completed files at the end of the fiscal year. Destroy 6 years after retirement. (GRS 3-4a)  Temporary. Retire completed files at the end of the fiscal year. Destroy 3 years after retirement. (GRS 3-4b)	

12.

a. Case files documenting all phases of the contractual processing in the procurement of equipment, supplies, research and services by formal contract. The files include copies of requisitions, specifications, invitations to bid, proposals, tabulations of bids, certificates of award, contracts, delivery information, inspection, related correspondence, and disposal of residual property. Filed by contract numbers.

b. Contract files for transactions administered at Station 954. Consisting of requisitions, correspondence, etc., used as a convenience file by Headquarters. Filed by number.

APPROVED:

**CIA Records Administration Officer**

134.0

Temporary. Retire to Records Center after final payment. Destroy six years after retirement. (GRS 3-4a)

15.0

Temporary. Material is screened or interfiled in the Official Jacket which is returned to Headquarters by 954 upon completion of contract. Extra copies destroyed and Official file retired to Records Center under item 12.a.

STATINTL

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
13.	<u>Contract Control Records</u>  Brief cards, Form No. 476 maintained at Administrator's Desk showing status of each active contract; shows assigned contract number, type, classification, requisitioning office and other pertinent data. Used as ready reference only. Filed by contract number.	5.0	Temporary. To be destroyed after final payment.
14.	<u>Overhead Files</u>  Contain correspondence and other data re computation of overhead rates by the various contractors. Filed alphabetically.	6.0	Temporary. Screen and destroy as file becomes outdated.
15.	<u>Contract Record Cards</u>  Copies of Form No. 667 showing assigned contract number, type, classification, requisitioning office and other pertinent data. Filed alphabetically.	4.75	Temporary. Cards are used for reference and research. Transfer to inactive file upon retirement of contract file. Retain in file area until no longer needed for reference.
16.	<u>Contractor Address Cards</u>  3 x 5 index cards showing company name, current address and any changes thereto.	0.2	Temporary. Destroy card upon change of address or status.
17.	<u>Patent Files</u>  Correspondence relating to patent matters. Filed by fiscal year.	1.0	Permanent. No disposal authorized by this schedule. (Decision by RAB & National Archives)
18.	<u>Property Records</u>  Navy Form No. 287, Property Record Card, and correspondence, inventories, etc., itemizing government furnished equipment to contractors, contractor acquired property, showing location, acquisition, depreciation and disposition data. Filed by company name.	0.5	Temporary. Records to be incorporated in contract file upon settlement of contract.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
19.	<p><u>Log Files</u></p> <p>a. Classified Mail Log, Form No. 2596, used to log incoming and outgoing mail to contractor. FY 1967 - 1969.</p> <p>b. Document Control Slips, Form No. 238, used to record receipt, routing, control, location, and dispatch of incoming and outgoing documents of the Branch. Filed numerically. 1968 - 1969</p> <p>c. Contract Log, unnumbered form used to assign contract numbers and Task Orders. Filed numerically in black book. 1960 - 1969.</p>	<p>0.02</p> <p>0.05</p> <p>0.3</p>	<p>Temporary. Cut off each fiscal year; retain one year then destroy. (GRS 12 - item 6.a.)</p> <p>Temporary. Cut off at the end of each calendar year; retain one year then destroy. (GRS 12 - item 6.a.)</p> <p>Temporary. Destroy when no longer needed for research and reference.</p>
20.	<p><u>Classified Document Receipts</u></p> <p>Signed copies of form 1856 relating to receipt of classified documents by contractors. Filed chronologically by Fiscal Year.</p>	0.5	<p>Temporary. Cut off at end of Fiscal Year. Retain a two-year level and destroy balance. (GRS 18 - item 3)</p>
21.	<p><u>Classified Mail Records</u></p> <p>Copies of Form No. 1637, Request for Office of Security Mailing, showing material sent out by the Office of Security to Contractors. Courier tickets, Form 240, showing time of pick-up for such packages are attached to the Form 1637.</p>	0.25	<p>Temporary. Maintain a six-month level, destroy balance.</p>
22.	<p><u>Printing Records</u></p> <p>Copies of Form 70B, Printing Services Request, detailing the daily reproduction of contractual documents under monthly blanket requisitions. Filed chronologically.</p>	0.2	<p>Temporary. Maintain a three-month level, destroy balance.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
23.	<u>Contract Facilities Files</u>  Filed by Contractor's or Prospective Contractor's name; files contain catalogues, financial reports, inspection reports, evaluation sheets, news clippings, security forms, and/or other information regarding such facilities. Used as reference in selecting or considering sources. Filed alphabetically.	15.0	Temporary. Destroy when superseded or no longer needed.
24.	<u>Charts</u>  Charts used as visual aids in briefings. Charts show organizational make up of Procurement Division, various statistical breakdowns showing production broken down into percentages and dollars spent. 1959 - 1969.	30.0	Temporary. Destroy when superseded or no longer needed.
25.	<u>Reference Material</u>  Armed Services Procurement Regulations, Comptroller General Decisions, Government Contractual Manuals, Administrator's Handbook, PERT Regulations, Navy Contractual Laws, etc, used for reference and research in negotiating and writing contracts.	12.7	Temporary. Destroy when superseded or no longer needed.
26.	<u>Computer Produced Contract Information Reports</u>  Machine listings of information pertaining to Agency contracts, 18 different breakdowns.	2.0	Temporary. Upon receipt of a new machine tabulation, the superseded one is destroyed. Monthly Report No. 6 will be retained two years, then destroy.

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APPROVED:

CIA Records Administration Officer

Date

4 June 1969

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
31.	<u>Purchase Order Files</u>  a. <u>Dummy Files</u>  This is a folder set up to cover requisitions which were placed with the Proprietary. Filed by voucher number. 1965 to date.  b. <u>Purchase Order and Contract Files</u>  Files documenting special covert purchases to fill operational needs on a crash basis or to prevent knowledge of government interest. File contains copies of requisitions, invoices, receiving reports, receipts, etc. Filed by P.O. number. 1966 to date.	2.0  8.0	Temporary. Maintain a six-year level and destroy balance.  Temporary. Cut off at end of each fiscal year; retain in current file area for 1 year and retire to Records Center. Destroy six years after retirement. (GRS 3 - item 4.a.(1))
32.	<u>Accounting Records</u>  a. <u>Cash Journal</u>  A ledger showing cash advances, items purchased, vendor, requisitions, amount of disbursement and cash balances. Entered chronologically.  b. <u>Accounting for Advances</u>  Copies of Form, "Accounting by Individual for Advance", submitted to Finance on purchases made from cash.	0.1	Temporary. Cut off at end of fiscal year. Retain in current file area one year after audit, then destroy.  Temporary. Cut off at end of fiscal year. Retain in current file area one year after audit, then destroy.
33.	<u>Reference Material</u>  Catalogs, brochures, samples, price lists, regulations, directives, instructions, export schedules, etc.	1.5	Temporary. Destroy when superseded or no longer necessary.
34.	<u>Proprietary Project Files (Sealed Files)</u>  All files maintained within the Proprietary.		Temporary. No disposal authorized. To be returned to the Agency at the close of the project; or sooner if volume dictates. Subject to screening for destruction five years after close of project.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
35.	<p><u>Project Files</u></p> <p>Files documenting the Headquarters activities and administration of proprietary projects:</p> <p>a. <u>Subject Files</u></p> <p>Files contain correspondence, declarations of trust, stock certificates, bank statements, reports, accountings, etc.</p> <p>b. <u>Admin Plan for Project</u></p> <p>File contains documentation of the initiation, approvals, set up and operation of [REDACTED] and sub-projects.</p> <p>c. <u>Personnel Files</u></p> <p>Files contain documentation on personnel of the proprietary.</p> <p>d. <u>Contracts or Requisition Case Files of Grants Orders and/or Transactions of the Project.</u></p> <p>Files contain requisitions, invoices, contracts, letters of credit, receiving reports, shipping documents, etc. Filed by voucher number. 1963 to date.</p> <p>e. <u>Reports</u></p> <p>Files contain statistical and activity reports for the project. Filed chronologically. 1959 to date.</p>	<p>SECRET</p> <p>1.2</p> <p>.02</p> <p>1.0</p> <p>4.0</p> <p>.2</p>	<p>These files are subject to review five years after termination of the project. It may be determined by the D/L's office that they can be destroyed after thorough screening.</p> <p>Temporary. No disposal authorized. Retire to Records Center when too voluminous or when inactive.</p> <p>Temporary. No disposal authorized. Retire to Records Center when too voluminous or when inactive.</p> <p>Temporary. No disposal authorized. Retire to Records Center when too voluminous or when inactive.</p> <p>Temporary. No disposal authorized. Retire to Records Center when too voluminous or when inactive.</p> <p>Temporary. No disposal authorized. Retire to Records Center when too voluminous or when inactive.</p>




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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>e. <u>OGC Files</u></p> <p>Files originally set up and maintained in the Office of General Counsel which pertain to legal aspects in the operation of the project.</p>	<p>2.0</p> <p>Temporary. No disposal authorized. Retire to Records Center when inactive.</p> <p>APPROVED: </p> <p>CIA Records Administration Officer</p>	<p>25X1A</p> <p><u>4 June 1969</u> Date</p>

## RECORDS CONTROL SCHEDULE

SECRET

SCHEDULE NO.

34-69-D 3405

25X1A

OFFICE, DIVISION, BRANCH

Office of Logistics, Procurement Division, General Purchase  
Section

SIGNATURE

TITLE

DATE

Director of Logistics

24 MAR 1969

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
37.	<u>Subject Files</u>  Chrono files and copies of memoranda, letters, reports, procedures, training schedules and other material pertaining to the administration and operations of the Section. 1968 - 1969.	1.0	Temporary. Cut off at end of calendar year; retain one year and destroy.
38.	<u>Reference Material</u>  Agency, Office, and Division regulations, instructions and notices; commercial catalogs, Armed Services Procurement Regulations, price lists, GSA schedules and circulars.	159.0	Temporary. Destroy when superseded or no longer needed.
39.	<u>Imprest Fund Records</u>  Copies of memos, delegations of authority, requests for advance, authorizations to use funds, reports of cash on hand and transmittal of vouchers regarding cash purchases. Vouchers and receipts forwarded to Finance. Filed chronologically. 1965 - 1969.	.5	Temporary. Retain for reference as necessary. Disposal authorized four years after completion of transaction. (GRS 7 - item 4.a.)
40.	<u>Service Contracts</u>  Files documenting repair, maintenance, and rental of equipment and miscellaneous nonpersonal services. Filed by contract number.  a. Contracts \$2500 and over.  b. Contracts under \$2500.	8.0	Temporary. Completed after final payment at the end of the fiscal year. Disposal authorized four years after completion of transaction. (GRS 7 - item 4.a.)  Temporary. Retire to Records Center after completion, destroy six years after retirement.  Temporary. Retire to Records Center after completion, destroy three years after retirement.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
41.	<p><u>Vendor Card Files</u></p> <p>File contains name and address of the numerous vendors used in general procurement and the material is constantly updated. Filed alphabetically. 1968 - 1969.</p>	1.0	<p>Temporary. Destroy when superseded or termination of the company.</p> <p>25X1A</p> <div data-bbox="1027 1056 1349 1199" style="background-color: black; width: 200px; height: 60px; margin: 10px auto;"></div> <p>APPROVED</p> <p>CIA Records Administration Officer</p> <div style="text-align: right;"> <p><i>4 June 1969</i></p> <p>Date</p> </div>

## RECORDS CONTROL SCHEDULE

**SECRET**

SCHEDULE NO.

34-69-D

3405

CONCURRENCE

OFFICE, DIVISION, BRANCH

Office of Logistics, Procurement Division, Industrial  
Contract Section

SIC

TITLE

Director of Logistics

24 MAR 1969

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
42.	<u>Subject Files</u>  General correspondence files of the Section pertaining to internal operation and administration. 1967 - 1969.	1.5	Temporary. Cut off every two years, retain two years, then destroy.
43.	<u>Contract Record Card</u>  Copies of Form No. 667 showing assigned contract number, type, classification, requisitioning office and other pertinent data. Filed alphabetically. 1967 - 1969.	1.0	Temporary. Retain until superseded or contract closed. Retains in file are retained until no longer needed for reference, then destroy
44.	<u>Contractor Address Cards</u>  3 x 5 cards showing company name, current address and any changes thereto.	.02	Temporary. Destroy card upon notification that Agency is no longer contracting with the company.
45.	<u>Reference Material</u>  Armed Services Procurement Regulation, Comptroller General Decisions, Government Contractual Manuals, Administrator's Handbook, PERT Regulations, Navy Contractual Laws, etc. Used for reference and research in negotiating and writing contracts.	9.0	Temporary. Destroy when superseded or no longer needed.

25X1A

APPROVED:

CIA Records Administration Officer

Date

**SECRET**

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RECORDS CONTROL SCHEDULE		REVISED SCHEDULE NO.	
OFFICE, DIVISION, BRANCH		DATE(S) OF OLD SCHEDULE(S)	DATE OF CONCURRENCE
TYPE CONCURRENCE OFFICER'S NAME AND TITLE		CONCURRENCE	
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	DISPOSITION INSTRUCTIONS
3409 1	1.	<u>Subject Files</u>  Files documenting the activities and administration of the Real Estate & Construction Division in carrying out their responsibility for design and construction of Agency-owned property and facilities; installation of utilities; acquisition of real estate; space planning procurement and allocation; and building maintenance and service. Consisting of memos, letters, reports, travel documents, etc. Filed according to Agency subject filing system.	Temporary. Cut off at end of each calendar year; retain in current file area 1 year and retire to Records Center. Destroy after 5 years. Records of permanent value are to be transferred to the Executive Office subject files (OL Records Schedule 3400.02 Item 1) for permanent retention.
2	2.	<u>Personnel Files</u>  Individual employee folders used in administration of personnel. Content includes memos, training requests, commendations, etc. Filed alphabetically by surname. (These files are duplicates of material maintained by OL Personnel & Training Staff. - Official papers maintained by Office of Personnel.)	Temporary. Destroy upon separation from the Agency. Upon intra- or inter-office transfer, forward to gaining office.
3	3.	<u>Chrono File</u>  Files contain copies of all outgoing letters and memos of all branches of the division (exception - Safehouse Br.) Used for reference purposes. Filed chronologically by fiscal year.	Temporary. Cut off at end of each fiscal year; retain in current file area 2 years and destroy.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3409 4	4.	<p><u>Document Logs</u></p> <p>Records of the receipt and dispatch of correspondence, including cables and dispatches.</p> <p>a. Document Control Tickets, Form 238, showing receipt and/or dispatch of material to and from the Division. Filed numerically. (Secondary file to EO/R&amp;S - Schedule 3400.02 Item 5).</p> <p>b. Document Control Form 1225, indicating location and movement of Top Secret documents within the Division or within the Office of Logistics. (Secondary file to EO/R&amp;S - Schedule 3400.02 Item 4.a.)</p>			<p>Temporary. Cut off at end of calendar year; retain 1 year and destroy. (GRS 12 - Item 6.a.)</p> <p>Temporary. Destroy 2 years after document has been downgraded, destroyed or no longer in possession of the Division. (C/RAB decision - memo dtd 12 Aug 64).</p>
5 a thru e	5.	<p><u>Property Records</u></p> <p>These are records concerning construction, acquisition, lease or use of property by the Agency, and resulting contracts.</p> <p>a. <u>Project Files (Domestic and Overseas)</u></p> <p>Case files consisting of correspondence, memos, reports, surveys, drawings, permits, deeds, leases, rentals, etc., concerning acquisition from Gov't. sources or construction of Agency-occupied property. Filed alphabetically by area division, country and state. Files containing records of Government owned property to be identified as permanent records.</p>			<p>Permanent. Place in inactive file when property disposed of, project deactivated, or lease cancelled. Retain 1 year in current file area and retire to Records Center. (GRS 3 - Item 2).</p>



OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3409		<p>b. <u>Contract Files</u></p> <p>Contract case files, letter orders and/or purchase orders on construction, renovation, repair or utilities installations on Agency- or Gov't-owned property, consisting of bids, awards, contracts, letters, memos, drawings, specifications, etc. Filed by project name or location and by contract number or name of contractor thereunder.</p> <p>c. <u>Property Obtained Through GSA</u></p> <p>Files contain leases, correspondence, assignments, plans, drawings, etc., on space assigned on a reimbursable basis to the Agency by the General Services Administration. Filed by geographic location.</p> <p>d. <u>IBM Cards</u></p> <p>IBM Cards prepared with real property, engineering and construction data for input into computers.</p> <p>e. <u>Machine Runs</u></p> <p>Output from computer program showing workload summary of the engineering and construction projects and the data concerning all Agency real property. Machine runs are produced semi-annually.</p> <p>f. <u>Real Property Summaries</u></p> <p>Copies of computer output, listing properties owned, leased, etc., giving historical data regarding the Real Property Activity of the Agency.</p>			<p>Temporary. Place in inactive file upon final payment; retire to Records Center 1 year thereafter. Destroy 6 years after retirement. (GRS 3 - Item 4a(1)).</p> <p>Temporary. Place in inactive file upon termination of assignment; retire to Records Center 1 year thereafter. Destroy 2 years after retirement. (GRS 11 - Item 2).</p> <p>Temporary. Upon receipt of more current information and the preparation of a new card, the superseded card is destroyed.</p> <p>Temporary. Upon receipt of new machine run, superseded one is destroyed if no longer needed for reference.</p> <p>Permanent. If volume warrents may be retired to Records Center.</p>
new					

OLD SCHEDULE AND ITEM NO(S).		NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3409			Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180013-1			
6		6.	<u>Reports of Excess Real Property</u>			
			Reports containing justification for declaring the property excess and data on the methods by which the property was acquired. (Files to be identified as permanent records.)			
7		7.	<u>Specifications Files</u>			
			Current sketches, drawings, blueprints, schematics, etc., on various engineering projects. Filed alphabetically by area division.			
8		8.	<u>Reference Material</u>			
			a. Real Estate laws and publications, Agency regulations, notices, procedures, etc. used as a continuing reference.			
			b. <u>Blueprints and Drawings</u>			
			Blueprints, drawings, charts, photographs and other material concerning plans of buildings, facilities or installations in Agency possession or contemplated for occupancy.			
			c. <u>Technical Reference Material</u>			
			Books, manuals, technical guides and legal aides used in architectural and technical planning in construction and utilities engineering.			

PLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3409		d. <u>Manufacturers Brochures</u>  Mechanical and electrical catalogs, pamphlets, manuals, etc., distributed by commercial concerns and used for reference and guidance in planning alterations and construction changes.			Temporary. Destroy when superseded or no longer needed.
9	9.	<u>Construction Briefing Slides</u>  Carousels of slides depicting various phases of construction at various locations throughout the world. Used for briefing purposes.			Temporary. Destroy when superseded or no longer needed.
10	10.	<u>Safehouse Project Files</u>  Records of acquisition and maintenance of property for covert operational needs.  a. Project files, containing leases, deeds, agreements, memorandums, letters, requisitions, accountings, etc., concerning procurement, maintenance and administration of safehouses. Filed by project number assigned by Branch.  b. Unnumbered book log form assigning requisition numbers to all requests for houses. Shows project name, case officer, allotment requirement, etc.			Temporary. NO DISPOSAL AUTHORIZED ON DEEDS. Other material to be retired to Records Center 1 year after becoming inactive; destroy 30 years after retirement.  Temporary. Retain indefinitely; destroy when no longer of reference value.
11	11.	<u>Accounting for Safehouses</u>  Copies of accountings sent to Office of Finance, originals of bills and documents regarding payment from advances for rentals, repairs, renovations, utilities and other services rendered at safehouses. Filed by accountable officer and month thereunder.			Temporary. Break file each fiscal year, retain in current file area 1 year after audit. Retire to Records Center; destroy 30 years after retirement.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3409 12	12.	<p><u>Security Clearance Files</u></p> <p>Records of cleared contacts, used as agents or representatives in procuring and managing safehouses. Files contain memorandums, secrecy agreements, copies of security clearances, etc. Clearance filed by number assigned by Office of Security, other material filed by name of contact, cross referenced to number.</p>			<p>Temporary. Destroy upon notification or knowledge of demise of cleared individual, or when clearance no longer in effect.</p>

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